

WESTERFIELD PARISH COUNCIL

Minutes of Parish Council Meeting held on Tuesday, July 19th, 2022 in Westerfield Church Room at 7.30pm

PRESENT: Councillors Jason Kirk, Peter Hudson, Peter Miller, Michael Noble; District Councillor (DC) Tony Fryatt, and David Gooch (Clerk).

1. Governance

1.1 Apologies and approvals of absence

Trevor Cade and Graham Austin had sent their apologies.

1.2 Declarations of Interest and Requests for Dispensation

None

1.3 To approve the Minutes of Parish Council meetings held on 18th May 2022 and 28th June 2022, and approval to publish the draft notes Annual Parish Meeting held on 27th April 2022

These were approved.

1.4 Comments from members of the public on matters on the agenda

None (no members of the public were present).

2. Village Improvement

2.1 To review progress on developing the Neighbourhood Plan

After last week's Neighbourhood Plan meeting the next stage was to work with Ian Poole the contractor developing the community aspirations document. The Parish Council (PC) had also accepted actions to:

- Discuss lighting and barriers with Network Rail, and cycle storage (rather than car parking) with Greater Anglia.

- Provide shelving in the Bus Stop to facilitate book swapping (it was hoped that Cllr Austin would own this action).

- Follow-up to progress the road safety improvements (roundabout at Lower Road/Church Lane/Westerfield Road, white lines, and speed limits) although it was noted that Elaine Bryce (County Councillor) wasn't responding.

Cllr Miller noted that Ian Poole was scheduled to complete his task in September, therefore to ensure progression to the Consultation phase by end December, approval from the PC would need to be sought in October.

Clerk Gooch to arrange an additional PC meeting (October date TBD) in the Village Hall to host the anticipated larger public attendance interested in the Neighbourhood Plan's progress.

2.2 To receive an update on traffic and safety measures for the village

Cllr Kirk said there'd been very little progress, and asked DC Fryatt about the escalation process as there'd been a 6 month delay.

Cllr Kirk to provide details of the traffic and safety issues to DC Fryatt. Cllr Kirk also intended to raise the issue at the Traffic Safety meeting on July 29th.

2.3 To discuss interim traffic calming measures

Various issues related to purchasing cars to park on the road as an interim traffic calming measure were discussed. It was thought that if the vehicle(s) had valid Tax, MoT, and insurance, and their position(s) rotated, then the Police were unlikely to consider the vehicle as an obstruction that merited its removal.

Cllr Hudson to investigate purchase/hire options for two vehicles, and contact residents for their views if a vehicle was parked for this purpose near their home.

Cllr Noble to research the legality of parking vehicles to act as an interim traffic calming measure.

Cllr Kirk to raise the possibility of this traffic calming approach at the Traffic Safety meeting on July 29th.

3. To receive reports

3.1 County Councillor

No report received.

3.2 District Councillor

- DC Fryatt reminded the PC of the Road Safety Conference on 29th July (being attended by Cllr Kirk), and noted that many people had raised their concerns about speeding. However, PC representatives

expressed their dissatisfaction that there'd been very little resulting action.

ii) The Council has been preparing an East Suffolk CIL Charging Schedule to replace the existing two CIL Charging Schedules, which sets out the amount certain kinds of developments are required to pay to fund new and improved infrastructure. DC Fryatt said there was a backlog of spending local CIL funds, while councillors noted that lack of progress from the Highways Agency were delaying CIL funds being spent on road safety initiatives. Play equipment for the village green was another area for CIL funds to be spent although the village green needs planning approval, and would also need to be PC property to qualify.

iii) East Suffolk Council has pledged to conduct a detailed review of parking management regulations and introduce new schemes to meet changing local demand.

iv) DC Fryatt highlighted the Road Safety Forum update at the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting on 11 July 2022, The PC did not have a representative at the meeting (NB. The next Road Safety Forum Meeting is Monday 5th September, 10am via Microsoft Teams, and Community Partnership meeting on Monday 3rd October).

v) The consultation on the draft Housing in Clusters and Small-Scale Residential Development in the Countryside Supplementary Planning Document (SPD), which provides guidance on the development of small-scale housing of up to five dwellings. (This is item 5 on the PC meeting agenda.)

vi) Brief update on Sizewell C.

(See DC Fryatt's July report for full details.)

3.3 Parish Councillors on meetings/forums attended

i) As noted in 3.2 (iv) above, the PC did not have a representative at the Community Partnership meeting on 11 July 2022 (although Cllr Cade had attended the previous meeting). The meeting notes (email from Ben Bix, East Suffolk Council, 19th July, 15:32), showed that the top three options that attendees voted to explore further were:

- Countryside walking groups;
- Artists and young people collaboration, improving wellbeing;
- Road safety – working with education providers/industry and agriculture.

Since a range of skills, experience, contacts and knowledge are required to make these a success, Community Partnership members were being asked to consider which of the working groups they'd like to attend, with responses to Ben Bix by close of play Friday 29th July. The aim would be to progress the plans and develop the projects further, in time for a funding proposal to be considered in early October.

Clerk Gooch to coordinate Community Partnership working group interest from PC councillors and respond to Ben Bix, East Suffolk Council, by 29th July 2022.

ii) Cllr Hudson had attended the Henley Gate Community Liaison Group meeting (via Zoom), and had raised the issue of Westerfield Brook being partially infilled with soil behind the houses in Lower Road, between 'Sandyview' and 'Barleycroft (see meeting minutes 8th June 2022, 6.4).

Henley Gate were holding an open day in early August, but people needed to complete an online request (<https://doodle.com/meeting/organize/id/b8qvgAjd>) by 21st July.

Cllr Hudson to circulate the presentation from Henley Gate Community Liaison Group meeting. Cllr Miller agreed to stand in at the next Community Liaison Group meeting on 15th August as Cllr Hudson was unavailable.

iii) Clerk Gooch to register Cllr Noble to attend the East Suffolk South SALC Area Forum on Tuesday 13th September, at 7 pm.

iv) Cllr Noble was also registered to attend the SALC AGM on 20th July.

4. To note and discuss current planning applications

4.1 DC/22/2567/ARM; Approval of Reserved Matters of DC/20/1712/VOC - Submission of Reserved Matters (access, layout, appearance, scale, landscaping) pursuant to Phase I of outline planning permission - Land At Old Station Works Westerfield Road Suffolk Westerfield IP6 9AB.

Cllr Miller said that Phase I included access to the site. Additional streetlights would be sited at the junction although the positions had not yet been agreed by Suffolk Council. Future access into Country Park would need to be taken into account. Overall, the PC was supportive, and agreed to comment that the contents of the planning application had been noted, and the PC has no objection.

4.2 DC/22/2568/ARM; Approval of Reserved Matters of DC/20/1712/VOC - Outline planning permission with all matters reserved, except for means of vehicular access to/from the site, for the redevelopment of the site for a mixed use scheme comprising up to 75 dwellings (C3 Use Class), of which 25 will be affordable, approximately 1,285sqm of commercial floorspace (16 units of Use Class B1, of which one will be flexible B1/D1 use, and 1 unit of Use Class A1), parking, publicly accessible open space and associated works on land at Old Station Works, Westerfield. - to allow

for separate discharge of the residential development and the commercial development - Submission of Reserved Matters (access, layout, landscaping, scale, appearance) pursuant to Phase III of outline planning permission | Land At Old Station Works Westerfield Road Suffolk Westerfield IP6 9AB.

The PC noted that the Phase III plans for the residential area were for 54 dwellings, lower than the 75 approved. The PC was supportive, and agreed to comment that the contents of the planning application had been noted, and the PC has no objection.

4.3 DC/22/2569/ARM; Approval of Reserved Matters of DC/20/1712/VOC - Submission of Reserved Matters (access, layout, appearance, scale, landscaping) pursuant to Phase II of outline planning permission. Land At Old Station Works, Westerfield Road, Suffolk, Westerfield, IP6 9AB. Phase II includes the Business Centre and Community shop. Again, the PC were supportive and pleased to see the inclusion of retail space, and agreed to comment that the contents of the planning application had been noted, and the PC has no objection.

4.4 DC/22/2548/FUL; Construction of a single storey side extension. Briar Rose, Lower Road, Westerfield, Ipswich, Suffolk, IP6 9AR.

The PC noted that the planning request was for a smaller footprint, single storey extension than that previously considered, hence agreed to comment that the contents of the planning application had been noted, and the PC has no objection.

Clerk Gooch to submit the PC's comments re DC/22/2567/ARM, DC/22/2568/ARM, DC/22/2569/ARM, and DC/22/2548/FUL on the East Suffolk Council planning website.

4.5 Other planning matters

i) Cllr Miller said that the Northern Fringe Protection Group were unhappy that the Visitor Centre toilets weren't available for Henley Park people's general use.

ii) Cllr Miller mentioned Planning Application Notice **IP22/00463/REM** Land To South Of Railway Line, Fonnereau Village (closing date 26th July) that some residents had received. Although the PC did not receive a copy, the consultation was on reserved matters all related to the erection of dwellings that were part of the previously approved outline planning permission. The reserved matters relate to details of the housing areas within the site which do not affect the PC's comments already made on the junctions and drainage issues.

iii) Cllr Miller noted an application received from Ipswich about the planning consultation **IP22/00640/CON** Land To North Of Railway Line Henley Road, Ipswich. However, the PC could not consider this since the documents weren't yet available on the Ipswich Borough Council planning website.

5. Consultations

5.1 Consultation on small scale housing in the countryside (Consultation Period: Friday 17th June to 5pm Friday 5th August 2022)

Cllr Kirk had attended a session on this consultation, and Cllr Miller had read the documentation. The examples in the supplementary planning document addressed the PC's concerns, hence they had no objection to the consultation.

6. Communications

6.1 Newsletter

The newsletter was on track for publication, with Sharward Services Ltd tasked with the printing.

6.1.1 Anne Robson Trust helpline article

Although this content was not required for the newsletter, Cllr Kirk suggested providing a link to the Anne Robson Trust helpline from a 'local help' page on the PC website.

6.2 Website update

Cllr Noble said the website update was 'work in progress'. He suggested that a single website be considered to include pages for Westerfield Village and the PC. Separate log-ins could be provided for different website pages/areas. Cllr Noble would consider pros and cons, including costs, and update the PC in subsequent meetings.

7. Financial matters

7.1 CIL Report 2021/22 and attribution of expenditure

Due to time constraints, and since the deadline for submitting to 2021/22 CIL report was December 2022, this item deferred to the next meeting, with Cllr Miller agreeing to review the attribution of expenditure to CIL funds outside the meeting.

7.2 Bank Reconciliation

This was approved.

7.3 Budget to Actual

Clerk Gooch said that PC expenditure to end June, was in-line with the budget expectation. He added that further detail for each budget area would be provided in future meetings.

7.4 Receipts & Payments since last meeting, approve payments due

Clerk Gooch presented the following update:

Payments made for expenditure previously authorised, but not on bank statement to end June:

Date	Payments	Cheque no	Amount (gross)	VAT
13/05/2022	M Pluquet (reimbursement): Neighbourhood plan prize vouchers (Waterstones)	1167	£50.00	£0.00
20/05/2022	Clerk April/May payslip: D Gooch	1177	£324.44	£0.00
20/06/2022	Clerk June payslip: D Gooch	1178	£263.62	£0.00
20/06/2022	PAYE Quarter 1: HMRC	1179	£146.80	£0.00
16/06/2022	Opus People Solutions (inv 5452): Agency Fee for Locum Clerk	1180	£279.30	£46.55

Expenditure incurred and Payments approved at Council meeting on June 28th 2022:

Date	Payments	Cheque no	Amount (gross)	VAT
08/06/2022	Mrs Y Maynard (reimbursement); Katies Garden Centre; Plants for village planter	1176	£30.88	£5.15
28/06/2022	Mrs S G Burn (reimbursement); Jimmy's Farm and Wildlife Park; Voucher for Prize - Biodiversity Competition	1181	£65.00	£0.00

The following payments were approved:

Date	Payments	Cheque no	Amount (gross)	VAT
	SALC Cllr training M Noble (inv 26236)	1182	£156.00	£26.00

Payments authorised for committed expenditure but invoices not yet received:

Date	Payments	Cheque no	Amount (gross)	VAT
	SCC; Street Lighting inventory 2021/22 cost adjustment		<i>Approx</i> £76	<i>Approx</i> £15
	Community Action Suffolk: Website Training for M Noble		£60.00	£12.00
	SALC: Internal Audit 2021/2022		£298.80	£49.80

(There were no payments made since June 28th 2022 for expenditure previously authorised.)

8. Governance documentation review, updates, and adoption/approval

The Clerk had circulated copies of the following documents for consideration prior to the meeting.

8.1 Asset Register

Cllr Noble said that the updated Asset Register would be finalised by the September PC meeting.

8.2 Planning Committee ToR

This was agreed and approved on the basis that the committee would only be activated when required by the PC.

8.3 Code of Conduct (adoption of new CoC)

SALC had advised that the Local Government Association (LGA) approved its new Model Councillor Code of Conduct with the aim for it to be adopted by all levels of local government, effectively a national

code. This was agreed and adopted.

8.4 Standing Orders (annual review)

This was reviewed and approved. (The NALC Standing Orders document was last revised in 2020, with the PC's September 2021 version using the latest template.)

8.5 Financial Regulations (annual review)

This was reviewed and approved. (The NALC Financial Regulations document was last revised in 2020, with the PC's September 2021 version using the latest template.)

8.6 Risk Assessment (annual review)

This was reviewed and approved.

8.7 Others

The Data Protection & Information Management Policy will be reviewed at the PC's September meeting.

9. Correspondence and urgent matters to be brought to the attention of the Parish Council

Cllr Noble asked if the PC could provide a Windows laptop, for example to run the Speedwatch software and analyse the Speed Indicator Device (SID) data. It was noted that although the Asset Register includes a projector and screen, the PC didn't have its own PC/laptop. Cllr Noble's request was agreed.

Cllr Noble to investigate a suitable Windows laptop for PC agreement to purchase.

10. To note the date of forthcoming meetings: 20th September, 15th November.

These dates were noted, although Clerk Gooch's request to move the November date was agreed subject to room availability.

To be signed when approved

